



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 604.6

Job Title: **SENIOR ASSISTANT CITY ATTORNEY, DIV CHIEF**

Pay Grade: 35

### **GENERAL SUMMARY:**

Directs the activities of an assigned specialized legal division, including performing complex professional and administrative legal functions.

### **RESPONSIBILITIES:**

- Schedules, supervises and reviews the activities of attorneys within an assigned group; advises and assists subordinate attorneys in litigation.
- Directs and participates in litigation, research, consultation and administrative hearings involving specialized legal areas.
- Provides legal advice/counsel to City Council and various departments.
- Prepares ordinances and other legislation.
- Drafts opinions on complex legal issues.
- Drafts and directs preparation of briefs, pleadings and motions.
- Trains attorneys within working groups; evaluates performance of section professional staff members.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Doctor of Jurisprudence degree from an American Bar Association accredited college of law.

#### **EXPERIENCE:**

Seven years of experience in the practice of general civil law or specialized municipal law are required.

**License:** Must be a member of the Texas State Bar.

#### **COMPLEXITY:**

Work is very nonstandardized and widely varied, involving many complex and significant variables. Analytic ability and inductive thinking are required in extensively adapting policies, procedures and methods to fit unusual or complex situations.

#### **IMPACT OF ACTIONS:**

Errors in work could lead to major costs and problems, and could significantly affect short-term results of the City. Work is typically performed under general direction with policy direction provided. The incumbent participates in setting his/her own work objectives.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as an Assistant Director or the equivalent. This position is typically over the Managers and reports to the Deputy Director and has a very significant level of input concerning personnel actions such as hiring, terminations and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as an Assistant Director or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Department Heads/Directors. Interaction requires negotiation and persuasion on matters of a sensitive and controversial nature. Issues involve the making of major decisions and require diplomacy and resourcefulness in communicating outcomes.

#### **External Contacts:**

Level of external contact is primarily with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction requires negotiation and persuasion on matters of a sensitive and controversial nature. Issues involve the making of major decisions and require diplomacy and resourcefulness in communicating outcomes.

### **PHYSICAL EFFORT:**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Legal Intern  
Assistant City Attorney I  
Assistant City Attorney II  
Assistant City Attorney III  
Senior Assistant City Attorney I  
Senior Assistant City Attorney II  
Senior Assistant City Attorney III  
Senior Assistant City Attorney IV OR Senior Assistant City Attorney Division Chief  
First Assistant City Attorney  
Deputy City Attorney

*Effective: October 1990*

*Revised: June 1995*